



**ENGINEERING DEPARTMENT – TRAFFIC DIVISION
APPLICATION FOR SPECIAL PRIVILEGE PERMITS & LICENSES**

1. PROPERTY OWNER(S): _____
ADDRESS: _____ CITY _____ STATE _____ ZIP CODE: _____
PHONE: _____ FAX: _____ EMAIL: _____
2. APPLICANT(S): _____
ADDRESS: _____ CITY _____ STATE _____ ZIP CODE: _____
PHONE: _____ FAX: _____ EMAIL: _____
3. REPRESENTATIVE(S): _____
ADDRESS: _____ CITY _____ STATE _____ ZIP CODE: _____
PHONE: _____ FAX: _____ EMAIL: _____
4. LOCATION: _____
5. LEGAL DESCRIPTION: _____

6. ZONING: _____ HISTORIC DESIGNATION: ☐ YES ☐ NO CITY REPRESENTATIVE DISTRICT #: _____
7. ENCROACHMENT ON: ☐ PUBLIC RIGHT-OF-WAY ☐ PUBLIC EASEMENT ☐ BOTH
8. TYPE OF ENCROACHMENT (CHECK ALL THAT APPLY): ☐ AERIAL ☐ SURFACE ☐ SUBSURFACE
SIGN, TYPE _____; SIZE _____; NUMBER _____
CANOPY/AWNING, SIZE _____; MATERIAL _____; NUMBER _____
PIPELINE/CABLE, SIZE _____; DEPTH _____; NUMBER _____; PURPOSE _____

OUTDOOR PAY TELEPHONE, TYPE _____; NUMBER _____; LOCATION _____

TAXI STAND, NUMBER _____; LOCATION _____
OTHER, SPECIFY _____
9. OWNER(S) OF RECORD FOR THE ABOVE DESCRIBED PARCEL(S):
Printed Name: _____ Signature: _____
Printed Name: _____ Signature: _____
Printed Name: _____ Signature: _____

Note: Signatures are required for all owners of record for the property proposed for detailed site plan review. Attach additional signatures on a separate sheet of paper

Application Fee: \$350.00

Downtown Application Fee: \$200.00

**** OFFICE USE ONLY ****

SPL _____ DCC FIELD DATE: ____/____/____ DCC REVIEW DATE: ____/____/____
DCC RECOMMENDATION: ☐ APPROVE ☐ APPROVE WITH CONDITIONS ☐ DISAPPROVE
HLC ACTION: ☐ APPROVE ☐ APPROVE WITH CONDITIONS ☐ DISAPPROVE
COUNCIL ACTION: INTRODUCTION: ____/____/____ PUBLIC HEARING: ____/____/____

FINAL ACTION: ☐ APPROVE ☐ APPROVE WITH CONDITIONS ☐ DISAPPROVE
TERM: _____ CONSIDERATION: _____ RENEWAL DATE: ____/____/____ EXPIRATION DATE: ____/____/____

Accepted by: _____ FUND-01101 DEPT. ID-99010335 ACCT.404151

REQUIRED DOCUMENTATION FOR SPECIAL PRIVILEGE APPLICATIONS

- ☐ One (1) copy of completed APPLICATION FOR SPECIAL PRIVILEGE LICENSE form. Applications must be typewritten or printed in ink in legible form. Completed applications shall be accepted and scheduled on a first-come first-serve basis. The application shall include the names and contact information of the property owner(s), proposed tenant(s), lessee(s), and signatures where applicable. The owner of the property directly adjacent to city owned public right-of-way areas shall authorize and sign any applications submitted by interested parties other than the property owner(s).
- ☐ **LOCATION MAP SHEET** – One (1) copy of a current map accurately outlining the public right-of-way or easement upon which an encroachment is proposed.
- ☐ **SITE DEVELOPMENT PLANS** - Eight (8) copies of a site development plan, including one (1) 8½" x 11" copy, are required with the following information:
 - a. Legal description of the adjacent property;
 - b. Location and arrangement of encroachments;
 - c. Size and use of structures, including number of dwelling units and square footage;
 - d. Lots lines with dimensions of the right-of-way areas;
 - e. Pedestrian ways and sidewalks including width canopy detail, etc.)
 - f. Adjacent lot(s), and easement(s)
 - g. Existing city improvements including street furniture,
 - h. Architectural design of buildings (front and side elevations) showing the sidewalk pedestrian clearance (Aerial only)
 - i. improvement detail (including fencing height, footing details,
- ☐ **METES AND BOUNDS DESCRIPTION** - If the legal description consists of portions of lots or blocks, or if a legal subdivision has not been recorded for the property, one (1) copy of a written, sealed metes and bounds description is required for the property proposed for rezoning. The metes and bounds description shall be accompanied by a survey map, shall contain the stamp or seal of a professional engineer or a registered land surveyor, and shall be dated within one year of the application submittal date.
- ☐ **TRANSMITTAL LETTER** - A letter including the specific information, special circumstances, or conditions, which apply to the request. If the application is for an outdoor patio café a written request to provide for the sale and service of alcoholic beverages is required to be included in the transmittal letter.
- ☐ **CERTIFICATE OF LIABILITY** – A certificate of liability insurance or self-insured affidavit with the required liability amounts as required per Section 15.08.120 G of the El Paso City Code. Additional liquor liability insurance may be required for requests to sell and serve alcoholic beverages in City right-of-way.
- ☐ **ALCOHOLIC BEVERAGE LICENSE** – A copy of the current alcoholic beverage license is required for applications requesting to sell and serve alcoholic beverages within City right-of-way
- ☐ **CASHIER'S VALIDATION** - Upon review and acceptance of the application by the Engineering Department, the required fee shall be paid at the Cashier, 5th Floor, City Hall Building. After validation of the payment, the application form shall be returned to the Development Services Department - Planning Division. Fees are nonrefundable.
- ☐ APPLICATION FEES ARE NON-REFUNDABLE.

Application Fee: \$350.00

Downtown Application Fee: \$200.00

IF AN APPLICANT FAILS TO APPEAR OR BE REPRESENTED AT THE TIME THE APPLICATION IS SCHEDULED FOR REVIEW BY THE DEVELOPMENT COORDINATING COMMITTEE OR CITY COUNCIL, THE APPLICATION MAY, AT THE DISCRETION OF THE BODY HOLDING THE MEETING, BE POSTPONED, OR MAY BE HEARD WITHOUT THE APPLICANT (S) PRESENCE OR REPRESENTATION. IF AN APPLICANT FAILS TO APPEAR OR BE REPRESENTED AT A POSTPONED MEETING, THE APPLICATION SHALL BE AUTOMATICALLY DISMISSED FOR WANT OF PROSECUTION. FAILURE TO RECEIVE A NOTICE BY THE CITY SHALL NOT EXCUSE FAILURE TO APPEAR.